



King County
CONFIDENTIAL SECRETARY I
DEPARTMENT OF EXECUTIVE SERVICES
HUMAN RESOURCES DIVISION
Hourly Rate Range: \$20.85 – \$26.43
Job Announcement: 05BL4977
OPEN: 2/23/05 CLOSE: 3/11/05

WHO MAY APPLY: This career service-exempt position is open to all qualified candidates.

WHERE TO APPLY: Required forms and materials **must** be sent to: **King County Human Resources Division, 500 - 4th Ave, Room 450, Seattle, WA 98104.** Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Benjamin Leifer, HR Support Services Manager, at (206) 296-8561 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form](http://www.metrokc.gov/ohrm/jobs/JobApplications.htm) including a data sheet, resume and a letter of interest describing your accomplishments in the types of work listed in the Primary Job Duties section below. By “accomplishments” we are looking for information about actions you have taken and results you achieved in areas listed in the primary duties and qualifications, rather than a listing of your work history. Application forms may be found at:
<http://www.metrokc.gov/ohrm/jobs/JobApplications.htm>

WORK LOCATION: Work location is Room 450 of the King County Administration Building, 500 Fourth Avenue, Seattle, WA 98104.

WORK SCHEDULE: This position is non-exempt from the provisions of the Fair Labor Standards Act, and is overtime eligible. This position is paid on a bi-weekly schedule, every other week, comprising a 40-hour workweek; normally Monday through Friday, 8:00 a.m. – 5:00 p.m.

PRIMARY JOB DUTIES INCLUDE:

This position serves as secretary and assistant to the HR Division Director, and also performs a wide range of administrative support and highly responsible duties for other staff members of the division's Executive Management Team. The incumbent in this position has delegated authority to independently handle many daily administrative duties. Work is performed under limited supervision, requiring independent judgment, initiative, and discretion in dealing with information that is complex and/or sensitive in nature. The incumbent must maintain knowledge of division projects, keep the director and other management staff apprised of current and potential issues, and maintain strict confidentiality of information and communications.

Specific duties include the following:

1. Review all incoming correspondence for the division director. Prepare replies to routine letters and memos and draft correspondence for the director. Route memos and letters to staff as appropriate. Ensure timely responses by maintaining tracking systems.
2. Convey the director's directions and instructions to HR division staff. Advise staff of the director's preferences and requirements and follow up as needed. Call others on behalf of the director to achieve defined outcomes.

3. Maintain the director's calendar. Set schedule priorities and resolve appointment conflicts.
4. Answer the director's incoming telephone calls. Respond to questions, take messages, route and screen calls as appropriate. Effectively handle calls from high-level public and private officials, and the public.
5. Ensure division-wide compliance with policies and procedures governing the processing of paperwork and the development and structuring of correspondence. Type, edit and proofread correspondence drafted by the director and other staff.
6. Perform special projects as requested. Gather, organize and prepare data for inclusion in reports. Present information in convenient form to aid the director in accomplishing work or making decisions.
7. Organize, update and maintain the director's files.
8. Perform word processing from dictated tapes.
9. Provide administrative support to committees and task forces.
10. May participate in the division's budget preparation by gathering, organizing, and typing information.
11. May supervise or act as the lead to other clerical staff in the division.

QUALIFICATIONS:

- Demonstrated experience exercising independent judgment and initiative, using tact and discretion.
- Demonstrated successful experience working effectively with diverse groups and individuals
- Demonstrated successful experience organizing, prioritizing multiple work assignments, meeting deadlines and exercising adaptability to changing priorities while maintaining a positive and professional approach.
- Demonstrated successful experience working effectively as part of a team.
- Demonstrated proficiency in the use of spreadsheet (Excel), Internet (Explorer) and word-processing (Word) software including speed and accuracy, and the ability to prepare a range of documents including correspondence, mail merges, reports, charts, tables and graphs. Experience in Visio, PowerPoint and Access desired. Applicants may be tested for competence with computer software Word and Excel programs.
- Demonstrated competence with Outlook for e-mail correspondence and other functions such as calendar and tasks.
- Demonstrated dependable and punctual attendance on a consistent basis.
- Knowledge and skills of office management practices, including knowledge of filing systems and the skills to maintain them.
- Ability to type from dictation tapes.
- Demonstrated excellent verbal and written communications skills, including working knowledge of proper English usage, punctuation, and grammar and sentence structure.
- Skill in communicating with others using courtesy and good judgment.
- Skill in understanding and executing complex oral and written instructions.
- Skill in working independently on assigned tasks with minimal or no guidance.

NECESSARY SPECIAL REQUIREMENTS:

Demonstrated ability to maintain confidentiality of documents and information is required.

SELECTION PROCESS: Applications will be screened for qualifications, clarity and completeness of application materials. Qualified applicants may proceed to an interview and computer testing.

UNION MEMBERSHIP: This position is non-represented.

CLASS CODE: 4202100